



Call for Presentations

Michigan Career Education Conference

February 5-7, 2012

Detroit Marriott at the Renaissance Center

Detroit, Michigan

Dear Prospective Presenter:

On behalf of the Planning Committee, I am pleased to invite you to present at the 2012 Michigan Career Education Conference. This conference, scheduled for February 5-7, will be held at the Renaissance Center in Detroit, Michigan. Please note that February 5 is comprised of registration and special events.

The theme of this year's conference is "**CTE: Learning that Works for America.**" Please submit session presentations that demonstrate successful strategies to help prepare learners for careers and college. This is an opportunity to share your innovative programs, successful partnerships, improved outcomes, and comprehensive services that support career and technical education.

Please help us in our efforts to keep this conference green. You are strongly encouraged to submit your presentation via the on-line form available at www.michigancareerconference.org. This is a quick and easy process that ensures we have received your presentation while helping reduce the amount of paper generated by the facilitation of this conference. A confirmation of your presentation submission will be sent to the lead presenter's email following completion of the form. Please follow the presentation guidelines with care. The deadline for presentation submission is **October 14, 2011**. If you have questions or need assistance, contact Conference and Professional Services at Ferris State University at 800-562-9130 or by email at caps@ferris.edu.

Thank you for your commitment to advancing career education in Michigan.

Sincerely,

Joanne Mahony, Ph.D., Chair
Career Education Conference Committee





Call for Presentations Information Sheet



February 5-7, 2012
Detroit Marriott at the Renaissance Center

Contact: Conference and Professional Services
(800) 562-9130, Ext. 5820 or (231) 591-5820 or caps@ferris.edu
Ferris State University

Calling All . . .

- Academic Educators
- Career & Technical Educators
- Business/Community Partners
- Career Development Educators
- Administrators
- Counselors
- Education Leaders
- Special Populations Educators

Important Presentation Information

Conference Theme:



We encourage you to submit presentations demonstrating successful strategies that prepare learners for college and careers. Share your innovative programs, successful partnerships, improved outcomes, and comprehensive services that support career and technical education. We are interested in program sessions that demonstrate innovative strategies and comprehensive services to address the diverse needs of students.

- Each session is 60 minutes in length. Breakout session blocks will be offered on both Monday and Tuesday. Sessions may be scheduled either day; presenters must be available to present as scheduled.
- All presenters must register and pay conference registration fees. Lead presenters are responsible for explaining this policy to all co-presenters and communicating with co-presenters about scheduling, audio-visual needs, and other relevant topics.
- If you (or your co-presenters) are applying to present in more than one session, please note this on the application. You are discouraged from participating in more than two sessions due to scheduling limitations.
- Presentations with a panel format should limit the number of panelists to three.
- Due to space limitations, only four presenters' names from each presentation will be listed in the conference program.
- No honoraria or expenses will be paid to anyone presenting a breakout session at the conference.
- PC laptop computers will not be provided. Presenters are responsible for bringing their own pc laptop or other specialized equipment, including Mac computers and adaptors.
- Internet access for breakout speakers is **ONLY** available upon request. Please include your request on the submission form **ONLY** if internet access is necessary for your presentation.
- E-mail addresses are required for all presenters. This will be the primary method of communication with participants. Please double check spelling!
- Presenters may provide PowerPoint/presentation materials to caps@ferris.edu to be posted on the conference website.

Conference Schedule — This is a tentative schedule and is subject to change.

<u>Sunday, February 5</u>		<u>Monday, February 6</u>		<u>Tuesday, February 7</u>	
Exhibitor Set-Up	4:00 p.m. - 6:00 p.m.	Registration Open	7:30 a.m. - 5:00 p.m.	Registration Open	7:00 a.m. - 1:30 p.m.
Exhibits Open	6:00 p.m. - 8:00 p.m.	Exhibits Open	7:30 a.m. - 5:00 p.m.	Exhibits Open	7:00 a.m. - 11:30 a.m.
Registration Open	6:00 p.m. - 8:00 p.m.	Continental Breakfast	7:30 a.m. - 8:45 a.m.	Breakfast Buffet	7:00 a.m. - 8:00 a.m.
		Opening Session	9:00 a.m. - 10:30 a.m.	Breakout Session D	8:00 a.m. - 9:00 a.m.
		<ul style="list-style-type: none"> • Excellence in Practice Awards • General Session 		Morning Break	9:00 a.m. - 9:15 a.m.
		Exhibitor Break	10:30 a.m. - 11:00 a.m.	Breakout Session E	9:15 a.m. - 10:15 a.m.
		Breakout Session A	11:00 a.m. - 12:00 p.m.	Morning Break	10:15 a.m. - 10:30 a.m.
		Lunch	12:00 p.m. - 1:30 p.m.	Breakout Session F	10:30 a.m. - 11:30 a.m.
		<ul style="list-style-type: none"> • General Session 		Lunch	11:30 a.m. - 1:15 p.m.
		Breakout Session B	1:45 p.m. - 2:45 p.m.	<ul style="list-style-type: none"> • General Session • Door Prizes 	
		Afternoon Break	2:45 p.m. - 3:00 p.m.		
		Breakout Session C	3:00 p.m. - 4:00 p.m.		
		Exhibitor Reception	4:00 p.m. - 5:00 p.m.		

Presentation Writing Recommendations

- Session title should clearly describe the proposed session content.
- Avoid abbreviations and acronyms that do not clearly explain the session content.
- Session description (50 words or less) should describe what will occur and should be appropriate for inclusion in the conference program.
- Prepare and bring handouts for approximately 100 participants or have a web address for participants to download copies. Presenters are responsible for any handout materials.
- Write in complete sentences; do not use phrases.
- Presenters may provide PowerPoint/presentation materials to caps@ferris.edu to be posted on the conference website. The materials will be available for viewing after the conference has occurred.

Presentation Deadline: Friday, October 14, 2011

Presentation proposals must be submitted via the online form available at
www.michigancareerconference.org.



It is the policy of the Michigan Department of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status, or disability shall be subjected to discrimination in any program, service, or activity for which it is responsible, or for which it receives financial assistance from the U. S. Department of Education. For further information, contact the Civil Rights Coordinator, Office of Career and Technical Education, P.O. Box 30712, Lansing, MI 48909. (517) 241-2091.

The CTE brand logo, brand positioning theme and brand extensions are the property of NASDCTEc.